



# States of Guernsey

## GUERNSEY PORTS

### MAINTENANCE ELECTRICIAN

#### PSE GRADE F

### JOB DESCRIPTION

#### JOB SUMMARY:

To work as part of the Harbour Maintenance Team working on all installations and maintenance associated with electrical/electronic engineering systems and to maintain Guernsey Ports' industrial wiring, large electric motors and electronic systems. The postholder will carry out planned preventative maintenance on plant and electrical machinery as required by the maintenance schedule.

#### RELATIONSHIPS:

The post holder will be responsible to the Harbour Technical Services Manager and will be required to work closely and liaise in an efficient and effective manner with colleagues, members of the public, contractors and suppliers.

#### MAIN DUTIES AND RESPONSIBILITIES:

1. To maintain AC and DC operated cranes and services, lighting systems and controls, heating systems and controls, industrial and domestic electrics.
2. To install and maintain navigation aids on land and sea.
3. To install and maintain electronic equipment.
4. To read circuit diagrams of installations, fault find and prepare drawings and diagrams for new work performed.
5. To have a working knowledge of current IEE Regulations.
6. To work at height on cranes, beacons and lighthouses.
7. To undertake training in order to achieve certified competence both in terms of specific skill sets and to satisfy health and safety training requirements.

8. To comply with Health and Safety and other statutory authority legislation, codes of practices and guidelines, along with internal policies and procedures of Guernsey Ports.
9. A condition of appointment will be that the successful applicant will be required to participate in the call-out rota currently operated by the Harbour Maintenance Team, for which additional payment is made. The post-holder will be expected to work overtime if and when required.
10. The successful applicant will also be required to work closely with other Ports personnel and be flexible between trades.
11. To undertake any other duties and tasks that may be required from time to time by the Harbour Technical Services Manager or by other members of Ports Management.
12. To work at other Ports locations from time to time should the need arise.

### **Key Criteria:**

#### **Essential:**

1. A City & Guilds qualification in Electrical Installations with a minimum of 3 years post-qualification experience within the electrical trade.
2. The ability to read wiring diagrams and trace faults.
3. To have a good working knowledge and be experienced in both the working of and the installation of single and three phase electrical installations.
4. The ability to work well in a team environment.
5. Willingness to work alone or as part of a team and able to react to rapid changes of job focus.
6. The ability to communicate clearly and effectively with people at all levels.
7. The ability to record and report on works completed against agreed schedules and targets.
8. The post is physically demanding and applicants should be in good health and willing to work in all weathers using the appropriate protective clothing.
9. Willingness to be flexible in working patterns, particularly noting the post may require unsocial hours, weekend and overtime working.

10. Ability to obtain a good understanding of site Health and Safety and take appropriate action.
11. Willingness to undertake further training.
12. Valid driving licence.

**DESIRABLE:**

1. Valid category C driving licence.
2. Previous Ports experience.

**PAY AND CONDITIONS:**

1. Pay conditions will be Grade F
2. The post holder will initially be employed on a six-month probationary period.

**KEY COMPETENCIES:**

**Leadership**

1. Understand what is required of them in their role and how that contributes to the team and Guernsey Ports priorities.
2. Consider how their job links with and impacts on colleagues and others in the organisation.
3. Ask questions when unsure what to do.
4. Speak up to clarify decisions and query these constructively.

**Teamwork**

1. Put forward their own views in a clear and constructive manner, choosing an appropriate communication method, e.g. Face to face/telephone/ email.
2. Act in a fair and respectful way when dealing with others.
3. Ask open questions to appreciate others' point of view.
4. Proactively contribute to the work of the whole team.
5. Get to know fellow team members / colleagues and understand their viewpoints and preferences.

**Accountability**

1. Identify own skills, knowledge and behaviour gaps to inform own development plan and discuss with the Line Manager.
2. Find ways to learn and personally improve in the completion of day to day tasks.
3. React constructively to developmental feedback and make changes as a result.
4. Maintain consistent performance.

**Please Note:** Confirmation of employment in this role is also dependent upon the following additional requirements: -

- A Satisfactory Basic Police Check, obtained at the candidates own expense, convictions likely to be considered relevant to this post include crimes involving Theft, Violence, Dishonesty, Fraud, as examples.
- Satisfactory References, which must include one from the candidate's current or most recent employer.
- Possession of a valid Right to Work document.